

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET										
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER											
RECOMMENDED															
4. TITLE					5. PAY PLAN		6. SERIES		7. GRADE						
8. WORKING TITLE					9. INCUMBENT (Optional)										
OFFICIAL															
10. TITLE Student Trainee (Clerk)															
11. PP		12. SERIES		13. FUNC		14. GRADE		15. DATE		16. I/A		17. CLASSIFIER			
GS		399				01		MONTH/DAY/YEAR		YES		NO			
								4/22/02							
MS															
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)															
1st							5th								
2nd							6th								
3rd							7th								
4th							8th								
SUPERVISOR'S CERTIFICATION															
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.															
19. Supervisor's Signature						20. Date			22. Second Level Supervisor's Signature				23. Date		
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title									
FACTOR EVALUATION SYSTEM															
FACTOR				25. FLD/BMK		26. POINTS		FACTOR				25. FLD/BMK		26. POINTS	
1. Knowledge Required								6. Personal Contacts							
2. Supervisory Controls								7. Purpose of Contacts							
3. Guidelines								8. Physical Demands							
4. Complexity								9. Work Environment							
5. Scope and Effect								27. TOTAL POINTS						27.	
Grade based on Grade Level Guide for Clerical & Assistance Work (TS-98 dtd 6/89)										28. GRADE				28.	
CLASSIFICATION CERTIFICATION															
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.															
29. Signature /S/ MARILYN STETKA										30. Date 4/22/02					
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)															
32. Remarks Standard Job#399-01										33. OPM Certification Number					

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 01	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 399	3. OCC FUNC.	4. OFF. TITLE CD 0009	5. OFF. TITLE (38) STUDENT TR (CLK)						
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis		10. DT. CLASS (6) MO DA YEAR 04 22 02		
11. EARLY RET. CD. (1) 1=Primary 2=Secondary 3=Foreign Svc. Blank=NA			12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR		14. DT.INACT/REACT (6) MO DAY YEAR		15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)										
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)										

## C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 1=CD 219 3=SF 278 4=AD 392		3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C		4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical		5. COMP. LEV. (4)							
6. WK. TITLE CD. (4)		7. WK TITLE (38)													
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE							
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Crnty(3)		14. BUS. CD. (4)		15. DT. LST. AUDIT (6) MO DAY YEAR		16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 04 22 02	
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG 4=Sup./Program 5=RGEG 6=Policy Analysis GEG 7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use						19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. Y=Perm N=Other					
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other															
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE								31. DATE							
32. REMARKS Standard Job #399-01															

**Student Trainee (Clerk)**  
**GS-399-01**

Standard Job #399-01

**A. Introduction**

The incumbent of this position assists professional and technical staff by performing miscellaneous clerical duties in support of the work of the office. This position is designed to provide the incumbent with actual work experience and knowledge of office operation and procedural functions.

**B. Major Duties**

Performs miscellaneous clerical duties such as receiving, reviewing, and verifying documents; maintaining office records; locating information from files; answering and referring telephone calls; filing material; opening and distributing mail; copying materials; and performing similar support work in the assigned organization.

Types from handwritten or rough drafts a variety of material including draft reports, memoranda and correspondence. Typing assignments may be performed on an electric typewriter or a personal computer using word processing software.

**C. Evaluation Factors**

**1. Knowledge Required by the Position**

Knowledge of simple, routine, or repetitive office tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience.

Knowledge of grammar, spelling, capitalization and punctuation to type a variety of material accurately from rough handwritten drafts.

Skill in operating an electric typewriter and ability to learn word processing software used on personal computers.

**2. Supervisory Controls**

The incumbent receives assignments from the office secretary or other higher graded employee who sets priorities and provides detailed instructions on assigned work. Material is reviewed for typographical errors and adherence to prescribed format, procedures, and instructions.

**3. Guidelines**

Guidelines include dictionaries, secretarial manuals, GPO Style Manual, and internal office directives and procedures. Assignments are performed in direct accordance with guidelines. Situations not directly covered are referred to the supervisor, secretary, or other higher graded employee.

**4. Complexity**

Work is routine and there is little or no deviation in format or procedure with each individual assignment.

**5. Scope and Effect**

Typing and clerical duties performed by the incumbent facilitate the work of the professional and technical staff in the office.

**6. Personal Contacts**

Assignments are performed for employees in the immediate work unit and occasionally for others in the division.

**7. Purpose of Contacts**

Contacts are for the purpose of obtaining instructions and clarification on written material from originators.

**8. Physical Demands**

The work is primarily sedentary although there may be some walking, standing, and bending.

**9. Work Environment**

The work is performed in an office setting.

**Student Trainee (Clerk)**  
**GS-399-01**

Standard Job #399-01

**D. OTHER CONSIDERATIONS (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

August 12, 1996